



CORAL RIDGE

PRESBYTERIAN CHURCH

Job Description Form

Department	Children's Department		
Job Title	Children's Director		
Reports to	Director of Ministry	Type of position	Full Time
Salaried	40 hours		

POSITION OVERVIEW

This position is responsible for overseeing and developing all programs relating to children (kindergarten through fifth grade). This position will be supported by a team of interns and volunteers as well as the Parent Committee.

ESSENTIAL JOB FUNCTION:

- Discipleship Track

- 1.) Implement a three year scope and sequence for the K-5 grade for Sunday school, KidWorship and KidWeek
- 2.) Oversee and the KidWeek program, staff and volunteers (70 Children, 7 staff, 10 volunteers)
- 3.) Oversee and the KidWorship program, staff and volunteers (100 Children, 7 staff, 15 volunteers)
- 4.) Oversee VBS program, staff, and volunteers (350 children, 10 staff, 25 volunteers)
- 5.) Oversee Sunday School program, staff and volunteers (50 children, 3 staff, 10 volunteers)
- 6.) Oversee Communicants Class.

- Civic

- 1.) Oversee Harvest Fest (1000 people, 20 staff, 50 volunteers)
- 2.) Institute an ongoing outreach program (Upward Sports)

- Avondale

- 1.) Oversee the After School program, staff and volunteers - Light Program (35 Children, 4 staff, 6 volunteers)
- 2.) Oversee the Summer camp program, staff and volunteers (70 Children, 10 staff, 5 volunteers)

Growth (Multiple Worship Services offerings)

- 1.) Recruit team for Traditional Service, Sunday School and Contemporary Service times
- 2.) Recruit team for Midweek Service Times
- 3.) Follow-Up on all new attendees of weekly events

GENERAL RESPONSIBILITIES

- 1.) Mentor/Train Department Staff and Volunteers
- 2.) Develop a Volunteer Base (teachers, worship team, drama team, greeters, etc.)
- 3.) Develop a First Impressions Team for Children and Young Families
- 4.) Oversee the safety and security of the entire Children's area
- 5.) Serve as a liaison between CRPC and Westminster Academy (teachers, parents, administration)
- 6.) Develop and maintain the annual budget for Children's Ministries and identify future budget needs
- 7.) Promote communication and understanding between parents and the ministry
- 8.) Partner with families and equip them to raise their children in the fear and admonition of the Lord

REQUIREMENTS

1. A personal relationship with Jesus that is evidenced in a stable and growing faith
2. An understanding and commitment to the philosophy of ministry of the CRPC leadership
3. Must affirm the Westminster Confession of Faith and the main tenets of reformed theology
4. A commitment to see children growing in the knowledge and love of Jesus Christ and the gospel of His grace
5. A love and passion for children and their families.
6. Detail oriented with strong organizational skills
7. Team management skills
8. Experience in child development (and faith development)
9. Knowledge of educational theory and practice
10. Bachelor of Arts
11. At least 5 years of experience in children's ministry preferred

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.